



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**



On-Board, Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
15-043-A-Air		02 June 2015	1 July 2015
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 nd FW	Fort Wayne, IN	N/A	SrA/MSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Motor Vehicle Operator	TBD	E4/SrA	E7/MSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 2T1X1			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to Females .			
DUTIES AND RESPONSIBILITIES			
<p>Operates, cleans and services motor vehicles. Conducts preoperating vehicle inspections and documents results. Performs operator maintenance. Prepares, reviews, and maintains vehicle operator forms, records, and reports on vehicle operation, inspection, and dispatching activities. Performs dispatching duties. Controls equipment and performs custodial duties. Plans and schedules vehicle operations activities and transportation support requirements. Designates and coordinates shuttle bus and mass transportation requirements. Manages school bus transportation. Develops taxi zones or stands. Plans and implements convoy operations. Coordinates and schedules materiel pickup and delivery with customers. Administers driver qualification and licensing program. Performs as quality assurance evaluator. Maintains records and logs. Evaluates services provided by vehicle operations. Uses vehicle operations computerized systems. Compiles operating costs and maintains expense records. Controls and safeguards trip kit and packet supplies and equipment such as national credit cards, tickets, and fuel coupons. Manages work centers. Establishes work methods and performance standards. Develops operating and administrative procedures. Organizes the unit. Reviews report and statistical data. Develops cost center resource requirement estimates. Allocates and inspects facilities and equipment. Conducts self-inspections. Investigates accidents or incidents within functional areas. Coordinates manning requirements with manpower personnel. Negotiates support agreements. Advises commander, staff, and operating agencies of availability, limitations, and requirements for motor vehicles and personnel. Reviews contingency and mobility plans to determine requirements, and develops checklists. Serves as liaison with state, local, and host nation authority on</p>			

licensing matters; ensures compliance by base agencies. Prepares and defends budget. Monitors and coordinates on military construction projects. Establishes a local permissible operating distance. Evaluates and approves special requests. Reviews, interprets, and validates records, directives, and documents. Develops and monitors contract transportation services. Coordinates with base contracting.

GENERAL EXPERIENCE

Knowledge is mandatory of vehicle operation and official use of government vehicles and equipment; operation of dispatch, and driver qualification and licensing functions; evaluating, staffing, and negotiating transportation support agreements; evaluating requirements and developing operating procedures to support contingency and mobility operations; custodial responsibilities; budget preparation; and developing and monitoring contracted services. Education. For entry into this specialty, completion of high school is desirable.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Vehicle Operations, UDI fleet management, pickup and delivery of documented cargo, operation of long haul inline trucks 32,000 lbs GVW, government driver's license issue.
- Assists in dispatching vehicles or in the issuance of forms, credit cards or military driver's licenses.
- Drives one or more types of trucks such as pickup, panel, and flatbed trucks, which typically have a gross vehicle weight of 10,000 pounds or less, on local and public roads at highway speeds.
- Picks up items from supply points, local vendors and suppliers. Provides pick-up and delivery services for priority and routine shipments.
- Checks routine maintenance items on assigned vehicles such as oil, tire pressure, windshield washer fluids, power steering fluids, and gas as per required preventive maintenance guidance. Keeps assigned vehicle in good appearance and assures it is in top-notch condition for periodic vehicle inspections
- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- Applicants MUST submit PASSING fitness assessment CURRENT through the closing date.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement**. **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839, Email: ng.in.inarng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: CPT Alana Minx